

Program/Event Coordinator
Freedom Farms
California

Job Type

Part time with possibility of full time

In Defense of Animals is an animal advocacy organization with a beautiful and growing sanctuary located in Creston, California where humans and animals live in harmony. We are looking for an enthusiastic person who is eager to grow personally and professionally together with us for the role of Program/Event Coordinator. We offer competitive pay, benefits, and opportunities to learn, grow, and advance within the organization!

Position Overview

The Program Coordinator for Freedom Farms will be responsible for supporting the planning, implementation, and management of events and programs for our sanctuary in Creston, CA. This role involves coordinating events, liaising with volunteers and partners, managing program logistics, and ensuring effective communication with relevant parties. The ideal candidate is highly organized, passionate about animal welfare, and able to manage multiple projects simultaneously in a fast-paced environment.

Key Responsibilities

- Program Support: Assist in the development, planning, and execution of various programs and initiatives that align with the organization's mission, as related to Freedom Farms.
- Event Coordination: Organize and manage program-related events such as educational workshops, fundraising events, and community outreach activities.
- Volunteer Management: Recruit, train, and coordinate volunteers for programs and events, ensuring they are well-informed and supported.
- Stakeholder Communication: Ability to communicate effectively with partners, sponsors, volunteers, and community groups involved in programs and initiatives.
- Monitoring & Reporting: Track program outcomes, collect data, and report on program/event effectiveness, ensuring objectives and timelines are met.
- Administrative Support: Maintain program documentation, including budgets, project timelines, contracts, and records of communication.
- Collaboration: Work closely with the Leadership Team to ensure program alignment and success.

Qualifications

- Bachelor's degree in nonprofit management, animal science, environmental studies, or a related field (or equivalent experience).
- 4+ years of experience in program coordination, event management, or a similar role, ideally within a nonprofit or advocacy organization.

- Strong commitment to animal rights and the ethical treatment of animals.
- Excellent organizational and multitasking abilities, with a keen attention to detail.
- Strong communication and interpersonal skills, with experience working with volunteers and diverse groups.
- Proficiency in Google Workplace and project management tools.
- Experience with social media platforms and public outreach campaigns is a plus.
- Ability to work independently and collaboratively in a team environment.
- Willingness to work occasional evenings and weekends

This is a hybrid position with some remote work and some on-site work. Candidates must be willing to travel to Creston, CA on a regular basis.

[More about Freedom Farms](#)

Job Type: Part time, Hybrid (some remote work, some on-site work)

Pay: \$25/hour

To Apply: Send resume to jane@idausa.org